

PART I - SECTION G
CONTRAC ADMINISTRATION DATA

G.1 3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE
(December 2005)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

AMS 3.10.1-22 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE
(January 2008)

G.2 GOVERNMENT CONTACTS

a. Contracting Officer (CO)

Federal Aviation Administration
John Gamble, Contracting Officer
Contracting For Services Group, AJA-48
800 Independence Ave.
Washington, DC 20591
Telephone (202) 385-6133
Facsimile:
Email: john.gamble@faa.gov

b. Contracting Officer's Technical Representative (COTR)

Federal Aviation Administration
Jeffrey Loague, Director Finance Planning and Analysis
Office of Safety
470 L'Enfant Plaza, Suite 7100.
Washington, DC 20024
Telephone (202) 385-4799
Email: jeffrey.loague@faa.gov

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G.3 CORRESPONDENCE PROCEDURES

To promote timely and effective contract administration, correspondence (except for invoices and deliverable items), submitted under this contract shall be subject to the following procedures:

(a) Technical Correspondence of a Routine Nature: This correspondence shall be addressed to the designated COTR, with an information copy of the correspondence to the Contracting Officer.

(b) Other Correspondence: Technical correspondence where patent or technical data issues are involved, and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the contract requirements, terms or conditions shall be addressed to the Contracting Officer, AJA-48, with an information copy of the correspondence to the COTR. All correspondence must contain a subject line commencing with the contract number.

(c) E-Mail: The FAA and the Contractor may use e-mail to transmit correspondence and/or data when deemed necessary. The date of the e-mail shall be considered the delivery date of the document. The e-mail will be followed by the original paper copy of the correspondence/data in the next business day's mail.

G.4 TECHNICAL DIRECTIVE (TD) PROCEDURES

The Contractor must not perform any work that has not been specifically tasked through Technical Directive (TD) for this contract. Notwithstanding the issuance of a TD, the Contractor must not perform any assigned work that clearly falls outside of the scope of the contract. If a question of contractual scope arises, the CO will make the final determination.

Only the CO may issue TD's to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of the TD's and modifications issued in accordance with this provision. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the CO.

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The CO may issue a TD to the Contractor containing, as a minimum, the following:

- (1) Date of the Directive.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) If contract funding is by individual task order, accounting and appropriation data.

If time constraints do not permit issuance of a fully defined TD in accordance with the procedures described in paragraphs (5) and (6), a TD which includes a ceiling price may be issued.

The CO may amend TD's in the same manner in which they were issued.

G.5 INVOICES

The invoice package must include a properly completed commercial invoice in a suitable format with a breakdown of all elements of cost which will include the following, if applicable:

- (a) Name and address of contractor.
- (b) Invoice date.
- (c) Invoice Number
- (d) Contract number (to include applicable order numbers and contract line item numbers (CLIN)).
- (e) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
- (f) Shipping and payment terms, to include, when applicable:
 - (i) Shipment number and date of shipment;
 - (ii) Bill of lading number and weight (for government bills of lading); and
 - (iii) Prompt payment discount terms.
- (g) Name and address of contractor official to whom payment is to be sent.
- (h) Name, title, phone number, and mailing address of person to be notified of a defective invoice.
- (i) Other information required by the contract (i.e. certified payrolls, evidence of shipment, etc).

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At any time before the final payment, the CO may request an audit of the invoices or vouchers and substantiating material, with upward or downward adjustments in payments, as appropriate.

The Contractor must submit to the CO and COTR, a final invoice with substantiating documentation as promptly as practicable following completion of the work under this contract, but in no event later than 1 (one) year (or such longer period as the CO may approve in writing) from the date of completion. The Contractor must maintain daily work records, showing all performed time in hours or fractions (to the nearest quarter hour spend in completing the Contractor's efforts) for which the bill is rendered. The designated billing office is as follows:

U.S. MAIL

FAA Accounts Payable Branch, AMZ-110
PO Box 25710
Oklahoma City, OK 73125

EXPRESS MAIL

FAA Accounts Payable Branch, AMZ-110
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

G.6 PROCEDURES FOR SUBMISSION OF INVOICES

The Contractor must submit an original and one copy (with no supporting data) of all invoices to the designated billing office. Additionally, the Contractor shall provide one copy to the designated COTR (with supporting data); and a copy marked "Contracting Officer's Original" (with supporting data) to the Contracting Officer. The invoices must comply fully with the requirements of FAA AMS 3.3.1-17, Prompt Payment (January 2008) set forth in Section I of this contract.

The Contractor must place the following statement on each invoice, signed by an authorized company representative:

This is to certify that the services set forth herein were performed during the period stated, and that incurred costs billed were actually expended.

*Signature of Contractor's
Authorized Representative*

Date of Invoice

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In addition, send, via email, one copy of the invoice(s) in PDF file format to each of the following, for review and acceptance: (1) the COTR at Jeffrey.Loague@faa.gov, and (2) the CO John.Gamble@.gov.

The CO will authorize payments in amounts determined to be allowable in accordance with the FAA AMS 3.3.2-1 - FAA Cost Principles (October 1996).

G.7 Travel And Subsistence Reimbursement

a. Travel Cost. Except as otherwise provided herein, the Contractor shall be reimbursed for travel on the basis of actual costs incurred (receipts required) subject to the following:

- (1) All travel, whether it be within the continental United States or outside the continental United States shall be accomplished by commercial carrier, privately-owned automobile or auto rental and the cost paid by the Contractor. The Government will reimburse the Contractor for domestic transportation on the basis of actual cost if by commercial or Government carrier, and at the current rate per mile, plus road and bridge tolls, when travel is performed by private automobile. Auto rentals will be reimbursed at actual cost plus road and bridge tolls.
- (2) The travel reimbursement herein includes only that travel (commercial carrier, or private automobile or auto- rent) performed from the Contractor's facility to the site of work, between the sites of work, and from the site of work to the Contractor's facility. Travel within a Government installation where Government transportation is available, and travel performed for personal convenience, including daily travel to and from work will not be reimbursed.
- (3) Relocation costs and costs and travel costs incident to relocation are not allowable and will not be reimbursed.

b. Per Diem: The Contractor will be reimbursed for the expense of meals, lodging, transportation between place of lodging or business and places where meals are taken, and any other miscellaneous travel and living expense incurred in the performance of this contract at the per diem rate as set forth in accordance with the Federal Travel Regulations. Per diem shall be payable only when the Contractor's employee is in an authorized travel status. The per diem rate shall be established in accordance with the Department of Transportation travel Regulation or a set rate agreed upon by the parties, however, such a set rate shall not exceed the maximum amount permitted by the Federal Travel Regulations. Travel costs shall be reimbursed only as specifically authorized in advance by a written notice from the contracting officer.

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G.8 FUNDING

Incremental Funding

The total Estimated Cost-Plus-Fixed-Fee of this contract is \$_____
consisting of a total estimated cost of \$_____ and a fixed fee of
\$_____. The total amount currently funded and available for payment is
\$_____. This covers the estimated cost of \$_____ and a
fixed fee of \$_____. The amount currently funded and available is a ceiling
amount that the contractor may not exceed except at his own risk.

G.9 ACCOUNTING AND APPROPRIATION DATA

The accounting and appropriation data is assigned as follows for the amount of funding
obligated under this contract: